# Child Protection – Temporary Transfer In from an Other Local Authority (OLA)

SCOPE OF THIS CHAPTER

This is a high level procedure which is to be followed when a child/young person who is subject to a Child Protection Plan in an Other Local Authority (OLA) is going to be residing temporarily in Norfolk. Separate local procedures will be required by the specific teams on how to record the details on the various data systems.

AMENDMENT

A new form has been created for Other Local Authorities (OLAs) to use, to notify us that a child/young person from their authority who is subject to a Child Protection Plan is going to reside in Norfolk on a temporary basis, so that it is easier for the OLA to provide the necessary information in a timely manner and in a consistent format.

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6. Responsibility for the Child/Young Person’s Plan whilst they are residing in Norfolk

It is the OLA’s responsibility to ensure the Child Protection (CP) Plan continues to be implemented. This includes core group activity and key worker responsibility. The OLA can negotiate with the Norfolk Family Assessment and Safeguarding Team Manager regarding any urgent assistance required to implement the Child Protection Plan. Visits need to be recorded on Liquidlogic (LCS) as case notes and be shared with the OLA’s allocated Social Worker (SW).

1. How the OLA informs Norfolk County Council of a temporary transfer-in to Norfolk of a Child/Young Person who is subject   
   to a Child Protection Plan

It is the OLA’s responsibility to advise us when one of their children subject to a Child Protection Plan are temporarily residing in Norfolk.

They are to complete the [CP Transfer In form](https://intranet.norfolk.gov.uk/-/media/753FC8C51A5D4EFFB261EFEE372F7E41)which can be sent to them, or they are to provide all the relevant information requested in the form by email and send it to the [**cscpnotifications@norfolk.gov.uk**](mailto:cscpnotifications@norfolk.gov.uk) mailbox. They need to send the current CP Plan in with the form.

**Note:** We should be requesting the CP Plan but if it is not received we should not stop the notification process from proceeding.

1. High level process for recording the relevant information

If requests are incorrectly sent to the CADS mailbox, they will filter the notifications and send on the temporary transfers to [cscpnotifications@norfolk.gov.uk](mailto:cscpnotifications@norfolk.gov.uk). When they receive a notification in this mailbox the Whiting Road Conference Booking Team search Liquidlogic (LCS) for the Child/Young Person – if they have not been previously known to Norfolk County Council, then they will set them up on the system, entering their home address if known, but with the temporary Norfolk address as their current address.

**Note:** The NHS number is mandatory information to be able to utilise the link with Health within the CP-IS system.

The [CP Temp Transfer In workflow](https://intranet.norfolk.gov.uk/-/media/2AEA6436BF3D49B0819385842EDCC400) on LCS is to be followed to process the request.

It is important that we have the correct spelling of the Social Worker’s name recorded, the Team name & phone number for the team the child is open to, (we need duty line number not direct number for SW) and the secure email address (team inbox), as well as the EDT number for the local authority. As SW’s change it is good practice to have the team contact details instead.

If the OLA has sent in the CP Plan, then it needs to be scanned and uploaded upon receipt, within the child/young person’s record by the Whiting Road Conference Booking Team.

No “End Date” is entered (as this will automatically remove the case at that time and confirmation is needed that the child has returned before the case is closed).

The spreadsheet of current children from OLAs subject to CP is updated with all the relevant information.

1. What needs to happen when a child/young person returns to the OLA

The OLA needs to advise the Whiting Road Conference Booking Team when the child/young person returns to their authority area.

Once the return to the OLA is confirmed the child/young person’s record on LCS needs an actual “End Date” and “Reason” entering.

The spreadsheet of current children from OLAs subject to CP is updated to show them as no longer being in Norfolk. The spreadsheet is used to track cases and chase when the child/young person should have returned back to the OLA as a proposed end date is entered, which cannot be recorded on LCS, as well as notes of any situation updates which can be easily recorded on it.

1. Welfare checks

The OLA is to contact the CADS team to request a Welfare Check. CADS then check with the relevant locality SW to see if they can do the work, and if so, send the request through as a case note on LCS to them.

If the relevant locality SW cannot do the check, and there is no other option/it is an emergency – the OLA must be advised as a matter of urgency that they need to call the Police to do the check.

End